

# Eastern Area Incident Management Team

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*2019 Team Operating Guide*



# **EASTERN AREA**

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incident management team

***This plan was prepared to document coordination guidelines for and between Team members. In the IMT world, there is often little time to get acquainted before one is expected to go to work. This plan explains standardized Team procedures and expectations. It provides a quick reference for the Command and General Staff to quickly introduce new Team members to standard daily operating procedures; a "this is who we are, this is what we do, and this is how we do it", introduction to our Incident Management Team. Additional information can be found in the Eastern Area (EA) Mobilization Guide located on the EA web page.***

## **Team Philosophy**

The Eastern Area Incident Management Teams (EA IMT's) strive to provide quality oversight of complex incidents to agencies with jurisdictional responsibility and to the public within the incident vicinity. We take pride in our contribution, and we will do our very best to provide a professional service.

Our two Teams are grounded in five foundation principles, which we will constantly reassess. They are:

- 1.) **The safety of all incident personnel and the affected public is paramount.** The EA IMT's will make a collective effort to evaluate all incident operations daily including, Aviation and Incident Command Post (ICP) operations. This will be done using a risk management process. Focus will be placed on developing appropriate strategies and actions that will address incident objectives which reduce risk and provide for the greatest probability of success.
- 2.) **Management strategy will be based on Agency Administrator's guidance and evaluation of current conditions and anticipated events.** Public safety, environmental impacts, social consequence and political concerns will be addressed when determining the appropriate EA IMT's response.
- 3.) **Zero tolerance for harassment.** The Incident Management Teams will provide a work environment free from any form of harassment or hostile work conditions. There will be zero tolerance for any acts of discrimination or intimidation. The highest standards of ethics and conduct will be demonstrated by all team members.
- 4.) **Respect all individuals, develop a positive team image and build cohesive working relationships.** Communication is integral to our success and each member is responsible for transferring accurate information and feedback to other team members. Feedback among team members is respectful and focuses on the issues - not the individual. The team functions as a unit and team members look for ways to help each other accomplish our team goals and we will embrace every opportunity to cause a smile.
- 5.) **Manage the incident in a cost effective manner.** We react quickly to changing conditions and anticipate and resolve problems before they become major issues or concerns. Team members are empowered to take action when the situation dictates. We help each other identify cost effective actions and follow up to "close the loop."

/s/ Steven A. Goldman Incident Commander  5/02/2019	/s/ Brian Pisarek Incident Commander  5/02/19
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## Team Objectives:

- Provide for the safety of both incident personnel and the public.
- Provide IMT's support to the Agency Administrator to achieve incident objectives.
- Treat all individuals with respect and in a fair manner. Zero tolerance for harassment or intimidation
- Minimize impacts to resources and property values.
- Maintain clear and effective lines of communication with the host agency, cooperating agencies, and the public for the duration of the incident.
- Emphasize cost effective management. Scrutinize expenditures, strategies, and tactics to limit unnecessary cost and risk to firefighters.
- Provide for meaningful, quality training opportunities for as many trainees as is reasonably possible.
- Provide complete and accurate Incident Action Plans, being sure to provide such to the leadership of all cooperating agencies every day.
- Leave a complete and accurate final package for the jurisdictional Agency Administrator. The potential for future litigation on all incidents requires thorough and thoughtful documentation.
- Leave the Hosting Agency/Agencies and community with a positive impression of incident management teams.

## Social Media Use

Agency policy may allow employees to post information, photos or videos about work-related activities on personal social media accounts outside of work hours or otherwise not on government time. However, team members should be mindful that posting work-related information or activities on their personal social media accounts or websites reflects on the professionalism of the team, sponsoring agencies and communities impacted. Not only could this pose safety threats, team members who shoot photos and video with agency or personal cell phones and cameras while on the job may be violating agency policy and could result in disciplinary action. In addition, photographs or videos taken could cause complications in the event of any incident litigation and may have a right to seek that information from personal or agency devices. For these reasons, team members are prohibited from posting photographs and videos during operations and from posting information on personal social media accounts during the incident

The IMT will discourage personnel assigned to the incident from posting incident related information or photos to personal social media accounts for the same reason as described above. It is encouraged that all personnel share social media posts that are developed by the IMT.

## Pre- Incident Coordination

### 1. Rostering

The EA IMT's will be in a 2 week during the 2019 season. The rotation is attached to this document. Team members will follow the following protocol's when rostering.

- IMT members will provide their availability to their respective Unit Leaders and Section Chief **1 week** prior to the beginning of the roster period
- **Primary IMT members are expected to be available for each roster. When this is not possible, they are responsible for finding an alternate from the IMT master roster or shopping outside of the roster if no one is available.** IC's, C&G, and EACC will assist with finding alternates if needed
- Primary IMT members may not freelance unless approved by Section Chief or IC.
- **IMT members from the Eastern Area are who are alternates on out of geographic Area IMT's**

**are expected to prioritize rostering with EA IMT's over other Geographic area IMT's.**

- Alternates from either IMT will be utilized and expected to fill roster gaps on the IMT that is currently up in the rotation. C&G of the respective IMT's are expected to coordinate when using the other IMT's alternate to ensure there are no major conflicts.
- Alternates should only freelance after the month's roster is finalized to ensure they are not committed
- IMT's will do their best to roster everyone who is available. This may mean you are rostered in a position you are qualified for but not normally assigned on the IMT.
- It is the expectation IMT members will be available the entire 2 week roster period. However, if that is not the case multiple individuals can cover a position for the roster period. Preference in rostering will be given to IMT members available to entire roster period.
- IMT members who do not respond to requests for availability or who frequently are not available will be recommended for removal from the IMT. This may affect AD sponsorship
- IMT members who freelance without approval or when actively rostered will be removed from the IMT's with recommendation to OWT/EACG to not concur with out of GACC IMT applications.
- The active roster will be emailed prior to the start of the next roster period. C&G should make affirmative contact with IMT members who are rostered to ensure they are aware of the commitment.
- All qualified IMT members who are rostered will be statused in ROSS as available **"Local"**.

## 2. IMT Rotation

Goldman	Pisarek
March 6 – March 19	March 20 – April 2
April 3 – April 16	April 17 – April 30
May 1 – May 14	May 15 – May 28
May 29 – June 11	June 12 – June 25
June 26 – July 9	July 10 – July 23
July 24 – August 6	August 7 – August 20
August 21 – September 3	September 4 – September 17
September 18 – October 1	October 2 – October 15
October 16 – October 29	October 30 – November 12

## 3. IMT Trainees

All available IMT trainees shall be statused in ROSS as **"Available/National"** regardless of whether they are rostered with the IMT. IMT trainees are expected to take the first available assignment to expedite their training for the IMT position. Trainees are not expected to wait for an IMT assignment. Should an IMT trainee be dispatched as a single resource, the respective section chief will find a replacement and inform EACC and IC of the replacement on the roster. IMT trainees will be rostered only for their trainee position and may not freelance in any position. (For example, an IMT PSC2(t) may not freelance in any other position other than PSC2(t) while rostered)

## 4. GACC Priority Trainees

The IC's in conjunction with the GATR will determine which positions will be rostered for the 8 GACC Priority Trainee slots. EACC will fill the 8 GACC Priority Trainee positions through the Priority Trainee (PT) List first and coordinate with the IC should adjustments be necessary. Available GACC Priority Trainees shall be statused in ROSS as **"Available/National"** and will not be rostered by name until the IMT is

ordered. GACC Priority Trainees are expected to take the first training opportunity available to further position task book completion.

#### **4. Team Travel**

Team members can dress as they prefer to travel to the incident. Once at the incident Team members are required to wear nomex pants, team shirt, and name tag. Non-fireline personnel may deviate from nomex clothing based on section chief approval after the IMT has assumed command of the incident. Team members will maintain a professional appearance throughout the duration of the incident.

#### **5. Information Technology (IT)**

Command and General Staff (C&GS) and all unit leader positions are authorized to bring cell phones, GPS, radios, laptops and resource orders for those positions will include those items when dispatched. Team members should review the resource order to verify these items are on the order.

A pre-order of rental computer equipment will be processed upon mobilization. Eastern Area IMT members will depend on agency computers that are brought with individual team members until rental computer equipment arrives.

IMT's will effectively, utilize available technology, such as Survey 1,2,3 and Collector, in order to share critical information among team sections and appropriate stakeholders.

#### **6. Pre-Orders**

The initial IMT order will usually consist of the regular Team members and designated Team trainees listed on the roster. The team will be rostered in ROSS and dispatched by EACC. EACC will also maintain the IMT's pre-orders in ROSS. Additional team positions may be ordered from the IMT overhead pre-order and from agencies local to the incident. There are often local resources needing specific trainee assignments to attain targeted positions. Every effort will be made to add local trainees to the roster upon arriving on the incident, as requested by the hosting unit.

Following notification of an incident assignment, the Logistics Chief will coordinate with the IC to initiate the incident pre-order (See Appendices). This will include contacting the host unit to determine what resources have already been ordered. The following items are critical to ensure successful transition.

- Command Repeater kit(s)
- Caterer/showers
- TFR
- ICP Location & land use agreement
- Air Attack platform
- Any suppression resources and overhead
- Computers, plotters, tablets, iPad, etc.
- Photocopier(s)
- UAS

Additional equipment and personnel may be added to the standard pre-order should a particular circumstance warrant such additions. Section chiefs may also request that the Logistics Chief reduce or cancel any part of the pre-order. Section Chiefs should be aware of the contents of the pre-order to ensure adequate resources are available at the start of the incident. Should additions appear to be needed, the Section Chief should alert the Logistics Chief prior to departure. An example would be a request for a portable cell phone tower should the incident be located in a remote area known for poor cell phone reception.

## 7. Mobilization

The Incident Commanders will stay in regular contact with EACC for updates on fire activity. With rare exception, the IC will be in 24-hour contact via cell phone. Upon receipt of a call alerting an IC of an order for the Team, the IC will coordinate with EACC to provide a "One Call" notification alerting the rostered IMT, Providing basic information, and the time of a mobilization conference call, **IMT Conference Call 1-888-844-9904**.

**Goldman IMT PC 4808672#**

**Pisarek IMT PC 3303226#**

This conference call is for all IMT members and will provide basic initial instructions for mobilization of the IMT and details of the assignment.

At the termination of the mobilization conference call for all IMT members, C&G will stay on the line for more detailed discussions of the incident and to coordinate the pre-order based on initial information.

The IC will work with EACC & the GATR to determine which 8 Priority Trainee positions are best suited for the given assignment so that the GATR and EACC can fill those positions.

The incident Commander will discuss with the Agency Administrator the date and time when it is desired and realistic for the IMT to assume command of the incident. In situations where the host unit is in immediate need (fire fighter or public safety concerns) of additional overhead to support their incident, prior to the expected transition with the IMT, the following options will be discussed

1. Operations, Safety, and other support function staff assume agreed upon roles within their qualifications as soon as they arrive (i.e. IMT DIVS takes operational supervision of a Division prior to transition)
2. Option 1 plus qualified ICT3 transitioning and assuming command of the incident. The ICT3 will be an IMT member who can respond in the timeliest manner who holds one of the following positions on the Team, DPIC, ICT2 (T), OSC2, OPBD, and DIVS. Every attempt will be made to fill an ICT3(T) position in this situation.

Travel may commence only for the Command and General Staff before the official order is received at EACC per approval of the IMT Incident Commander. Additional team members require verbal approval from the IC to travel before receipt of the official order through standard dispatch channels. EACC will be notified by the IC or designee of all tentative travel arrangements.

Travel methods for each team member will be determined by the team member, their immediate supervisor, and the respective Section Chief, based on the specifics of the incident.

Rental vehicles for assignments are acceptable only if the requesting unit authorizes this as part of the resource order instructions. All resources authorized to rent a vehicle must be current in Defensive Driving and have a current State Driver's License. Each agency should use their own agency's rental vehicle procedures. The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon the mode of travel.

Team members will be given information on the location of the incident and the reporting location and time for the initial Team briefing. Team members who cannot meet the established briefing time should alert their Section Chief of their expected time of arrival.

When unforeseen circumstances prevent a member from responding to an assignment, the Team member will immediately notify their section chief and an alternate Team member (if available) will be chosen from the master roster for the assignment.

IMT Members are expected to be aware of and mitigate excess shift hours due to travel as soon as practical.

## Out of GACC Mobilization:

The IMT's will use a combination of flying and driving for most out of GACC assignments. For most IMT members, flying will be the preferred method of travel with rental vehicles. NERV should be used whenever appropriate. Operations and other personnel needing AOV's should consider driving. **IMT members should not attempt to drive alone. Carpooling is the standard to be followed.**

- **IMT members should be prepared to be pre-positioned for out of GACC assignments**
- **IMT members should expect the potential of the IMT being extended to 21 days during out of GACC assignments. This is not a required commitment but often makes sense due to the mobilization distance and long duration of some fires. Sharing of IMT positions is often needed to meet a 21 day commitment.**

## Team Incident Operating Procedures

*In recent years, there has been an increase in the number and complexity of "All Hazard Incidents". Our contributions have been recognized as critical in responding to all types of emergencies and disasters, and employees have proven their perseverance and capabilities through trying circumstances. It is important for all personnel involved to understand that All Hazard Response presents some of the most difficult, complex and flexible management challenges that we face. Potential incidents include hurricanes, floods, animal disease outbreaks, terrorist attacks, tornadoes, and search and rescue operations. Personnel that respond to these types of incidents need to come with a mind-set of experiencing work that is not like fire response and that may have emotional and physical differences than your normal fire experiences.*

### 1. Agency Administrator In-Briefing

Soon after the request for an EA IMT, the IC will contact the requesting Agency Administrator to make sure he/she has a good understanding as to what to expect from the IMT. This will include but not limited to, hosting an IMT, delegation of authority, resource ordering, WFDSS, briefings, team evaluations, in-brief package and other information related to the incident.

The in-briefing location and time will be given to Team members when they receive their formal resource order information, authorizing their travel, or while en-route. The Agency Administrator or Representative will lead the meeting and offer pertinent information that will assist the Team.

During the initial briefing C&G should fill the front of the briefing area with Unit Leaders and other IMT members behind them.

The Planning Section Chief will officially document the in-briefing/meeting and will secure the WFDSS, if one is available, the Delegation of Authority, and the Incident Business Management Plan from the Agency (if one is available). The IC and Agency Administrator will review the documents together, and will jointly determine the date and time the Team will assume responsibility. This is the time to clarify any Agency Administrator expectations, specific agency policy, special circumstances and particular resource concerns. Command and General Staff should ask questions of the Agency Administrator pertinent to their respective Section at this time. We want to minimize any assumptions being made during the course of the incident. Questions should be kept brief so as to keep the meeting to a reasonable amount of time, usually no more than 30-45 minutes.

### 2. Initial Team Meeting

At the conclusion of the Agency Administrator's In-briefing, the Team will conduct a short strategy meeting to assess the information. Operations Section Chiefs, who often arrive prior to the briefing, will try to contact Operations personnel, and may be able to receive a reconnaissance flight prior to the initial briefing. The Incident Command Post (ICP) location will be determined, and any unique circumstances or concerns will be shared. Specific requests noted in the Delegation of Authority or from the Resource Advisor will be



emphasized, as will the ever present safety concern of transition times on an incident. A second meeting may be scheduled at this time so Section Chiefs can compare notes. The following is a list of several tasks that need to be addressed between the post briefing meeting, and the first IMT strategy meeting:

- Basic incident size up: what has happened and why, and what is likely to happen based on fuel and weather parameters, or other conditions relevant to an all hazard incident?
- Determine imminent threats to lives and property.
- Review Incident-within-an-Incident procedures.
- Incident objectives established based on Agency Administrator concerns.
- Account for present and ordered resources and determine additional needs.
- Assess safety hazards - on the line, at the ICP, and in the aviation program.
- Section Chiefs will establish priorities within their functional area and share with the Command and General Staff.

### **3. Section Specific Initial Responsibilities/Reminders**

#### **Safety**

The primary purpose of the IMT's Safety Officer will be to manage safety in a broad context over the entire incident. The IMT Safety Officer reports directly to the Incident Commander.

Team safety takes priority. IMT Safety Officer works through and/or with the Team's Command and General Staff and unit leaders to provide oversight, support and assistance in monitoring and mitigation of safety issues brought forward by team members and other personnel on the incident.

The IMT Safety Officer reviews and monitors the daily team functions of logistics, plans, finance and operations for adequate support for the incident and may provide input or council to Command and General Staff and incident management team functions when needed or requested.

The IMT Safety Officer may secure additional Safety Officers as needed and will coordinate additional Safety Officers assigned to the incident. Daily work assignments may include monitoring aviation, the fireline, or the ICP. Particular attention must be given to incident travel and aviation activity. The IMT Safety Officer will be the lead Safety Officer and will look at safety in a broad context over the entire incident.

The IMT Safety Officer provides support and coordination to functional area(s) of the team concerning incidents that may occur within the initial incident. The specific functional area with responsibility shall take the lead in managing an incident within the incident. The Safety Officer supports or facilitates actions and provides coordination with other team functions and requests outside assistance as needed.

The IMT Safety Officer will use the Lessons Learned Archives to assist with presenting appropriate and applicable messages at briefing. The IMT Safety Officer will share all accidents, injuries, and "near misses" at briefings.

#### **Command**

Quickly establish communications with the Agency Administrator, agency personnel, community leaders, and local emergency services leaders, the County Sheriff, County Commissioners, and Township officials.

Determine present and possible jurisdictions near the incident. Anticipate need for Unified Command.

Assess training opportunities in all Sections as the Incident progresses.

Develop incident objectives, with safety as the primary emphasis, and assist with the development of all strategy and tactics used on the incident. Review and revalidate Incident Objectives daily. Incident objectives should be derived from the Delegation of Authority as supported by a current WFDSS, if available.



## **Operations**

After the briefing and initial Team strategy session, the Operations Section Chief (OSC2) will proceed to the incident to begin the transition from the existing organization to the Type 2 organization and strategy. Every effort will be made to keep other Section Chiefs apprised of the developing situation so they can provide for current and developing needs. The Planning Operations Chief will return to the ICP in time to prepare the action plan for the next shift and to assist with any other briefings.

Tactics and Strategies will be commensurate with the hosting agency's management plan.

Incident Action Plans need to identify which Operations Chief is the shift contact. The OSC2 that is in the field will be referred to as "Operations"; the OSC2 who is coordinating with Plans will be known as "Planning Ops". If multiple field operations staff are needed Branches (OPBD) will be designated. There must be no confusion about who is ultimately in charge of decisions on the fire line for that shift. If the responsibility is split between geographic portions of the incident, it must be made absolutely clear by divisional breakout (ICS-204's).

Make an early assessment of the amount of urban interface that has potential to be involved with the incident. Coordinate with cooperators early. Be good listeners to rural units and County Assist Teams. If any evacuation activity looks imminent, consider an "embedded deputy" to assist with those actions.

***Whenever possible, Operations Section Chiefs, Divisions, AOB/ASGS/ATGS*** will arrive early and recon the incident prior to Team arrival and the Agency Administrator briefing. Make it known to the local Agency dispatch office and the current Incident IC that you want to gather information to assist Team transition. Remember that they are in charge; however they need to be aware of your presence and your intentions. Divisions shadowing to facilitate transition is appropriate at this time. Team personnel cannot assume operational roles on the incident prior to transfer of command, unless agreed upon by the Agency Administrator, Type II IC, and current IC.

When the opportunity presents itself, Division Supervisors and Trainees may shadow Planning Operations for a shift to build awareness of overall IMT operations and coordination with other functions.

Establish a schedule and a protocol for daily briefing/debriefing of all Operations personnel at Division level and above. This has proven to be extremely productive for a collective understanding of the progress of the overall incident strategy, and for an added measure of clear communications. Routine/repetitive work shifts of 16 hours are not acceptable on most incidents. Division Supervisors and Operations have primary responsibility to ensure proper shift length.

## **Aviation Operations**

Ensure that Temporary Flight Restrictions (TFR's) are in place to address aviation safety over the incident. Identify and receive a flight hazard briefing and map from the aviation specialist on the unit.

Coordinate with the host unit to determine procedures for sharing aircraft with other incidents and the host unit. No incident assigned aircraft will be reassigned from the incident until the OSC2 approves. Before an aircraft is dispatched from the incident, the following information will be provided: mission to be performed, lat/long for the destination, frequency to flight follow on, air to air frequency, air to ground frequency, telephone contact ground at the new incident, and information on dispatch procedures and any known flight hazards. Identify potential incident helibases and helispots in coordination with the hosting agency.

All UAS operations on the incident will coordinate missions through the AOB. Any unauthorized UAS sightings need to be relayed immediately to AOB. Ordering of any UAS will follow team ordering procedures once approved by AOB and OSC2.

## **Liaison**

The Liaison Officer ensures effective coordination with assisting and cooperating agencies as well as other stakeholders in support of the incident. The Liaison will serve as primary point of contact between Agency

Representatives, stakeholders, and members of the incident management team (IMT) and ensure their concerns, input, objectives, and issues are effectively addressed by the response effort.

The Liaison will establish a list of assisting and cooperating agencies and Agency Representatives including name and contact information. Liaison will maintain close coordination with the IC and Deputy in developing an operational relationship with the Agency Administrator, Community Leaders and cooperating and assisting agencies.

Assist Operations in determining if there are local emergency operation and/or evacuation plans. Ensure integration of stakeholder input and involvement in development of management action points and execution appropriate plans

Determine present and possible jurisdictions impacted by the incident as well as the potential for coordinating with additional cooperating and assisting agencies.

Work with the SOFR and MEDL in determining local EMS capabilities that could support incident operational activities.

Develop a process for keeping assisting and cooperating agencies and other stakeholders supporting the incident aware of incident status. This may include developing a schedule for Cooperator Meetings.

Monitor incident operations to identify current or potential inter-organizational problems.

Coordinate response resource needs for incident activities with the OSC. Work with OPS to determine local fire department and law enforcement capabilities in preparing for structure protection and evacuation concerns.

Effectively channel assisting agency resources and cooperating agency support into the operational planning process in order to have positive effects on the response effort.

Effectively use Assistant Liaison Officers (ALOFr) to manage work activities in the Incident Command Post (ICP) and when necessary, assign ALOFRs to other locations where direct linkage to the ICP is necessary, such as Emergency Operations Centers (EOCs), Command Centers and or the Joint Field Office (JFO).

## **Logistics**

A good decision on the Fire ICP location can add a great deal to the success of Incident operations. Close proximity to the incident is preferred but not if it means inadequate room, limited access to communications, or potential risk of burn over. Large areas with established parking areas and one-way traffic flow decrease risk of vehicle accidents.

Do not assume that sites have negotiated and approved land use agreements. Ensure the Finance Section Chief (FSC2) is involved in the development and approval of all land use agreements. Ask before ICP set up begins.

Ensure early development of a travel plan that is well signed at intersections and drop points, with accurate drop point (DP) locations on the map.

Establish good communications early on. A NIRSC NFES 4390 Radio Starter Kit will be automatically ordered with the IMT. A phone call before arrival at the incident could determine the need for other resources, such as portable cell phone towers, or satellite phones.

Ordering resources needs to be completed on a general message form and submitted to the ordering manager. Overhead orders are approved at the Command and General Staff level. Line orders for supplies need to be approved by a DIVS or above. Line Orders can be by general message or called in through the Communications unit.

## **Finance**

Provide strong oversight for cost effectiveness to all incident expenditures. Provide daily assessments of costs-to-date. Daily cost accruals will be done with E-Isuite. When the IMT demobilizes, the E-Isuite database will be uploaded to the web site.

Ensure that the Finance section has adequate personnel for the task at hand. The Finance Chief must have adequate assistance in order to be allowed time for oversight of the total financial program.

Establish early on who the local Agency Incident Business Advisor will be. Pursue copies of any available cost-share agreements and land-use agreements that will be used on multi-jurisdictional incidents. If none are in place, consider this a red flag and immediately negotiate such agreements. Ask whether the unit has a written Incident Business Operations Plan.

Provide documentation for IC approval for extended shifts and mitigation to ensure 2:1 work rest ratio. Routine/repetitive work shifts of 16 hours are not acceptable on most incidents. Finance Chief will monitor this for C&G.

Monitor incident activity and contracts for possible claims. Determine the need for a Procurement Unit Leader or Buying Team early on.

Pay particular attention to high cost expenditures. Any resource not used on a regular and productive basis should be released from the incident.

## **Incident Information**

Ensure that all information functions are conducted safely, door to door.

Develop an Information strategy within 24-36 hours of assuming command of the incident.

Coordinate with the unit PAO and Agency Administrator of the jurisdictional agency(s) to determine information release protocol, media contacts, talking points, key individual or group contacts, and preferred location of information kiosks. Coordinate information needs with needs of the Liaison Officer.

Set up social media tools such as Inciweb, Gmail, and Twitter. Look for public outreach opportunities through ICP tours for the public and local officials, and environmental education/fire prevention presentations for schools or youth groups.

Posting of incident information and pictures on personal social media sites will be discouraged in order to prevent inaccurate information being disseminated to the public. Incident resources will be encouraged to share incident pictures with the Information function for official incident use – Inciweb, Gmail, etc.

Meet and involve local community members, area leaders, and media early in the incident. Develop a daily “trap line” for updating incident information. Develop daily “trap lines” for updating incident information for the public. Set up public meetings, media field trips, and media briefings as needed. Provide evacuees with timely information.

Post information boards at the ICP and within communities with current information.

Assist the IC with post-incident recognitions of assistance and thank-you notes where appropriate.

## **Planning**

One of the most important things a Plans Chief can do is to run a good, definitive, and brief Planning meeting. It is important to keep absolute track of all resources and to develop an accurate Incident Action Plan with adequate copies. This will take dedicated support from the other Section Chiefs in terms of accurate and timely section specific contributions to the IAP.

It is the expectation that Firenet will be used whenever practical for IMT business, document sharing, and email communication.

Briefings should be kept to 30 minutes or less. Coach all presenters on the art of getting pertinent information to Incident personnel in 2-3 minutes or less. Specific questions and Individual or Division specific assignments that do not pertain to everyone can be addressed in smaller discussion groups following the briefing.

It has proved very beneficial to post assignments on the Bulletin board prior to briefing. Use of a PA system has also proven helpful on larger incidents.

Address demob early in the incident and order a demob unit leader early on if one is needed.

Welcome new arrivals on the incident and express appreciation for their assistance. Promote a customer service attitude.

Provide team handouts at check-in, including team conduct, expectations and performance.

Post the daily briefing and meeting schedule.

Review the incident objectives with the IC by 1600 daily. Complete the 209 for the IC to review prior to the time due so that any necessary edits deemed in order can be completed.

Determine the need for a Human Resource Specialist and Union Representative and place that order when appropriate.

## **Incident-within-an-Incident (IWI) Response**

The primary goal of this Plan is to provide guidelines necessary to Locate, Triage, Extricate, stabilize and

Transport all accident victims in as quick and safe a manner as possible to proper medical care. Radio communication will be on the command frequency and will take priority over other radio traffic. Names of injured or deceased individuals, equipment/engine numbers, crew names, aircraft tail numbers and other identifying information should not be broadcast over the radio. Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others. IWI Response Plan will be included in all IAPs. (See Appendices for Incident within an Incident Response)

#### 4. Team Meetings and Briefings

The typical meeting schedule (*for an eastern fire*) for a 0700-1900 shift will be:

- 0600 Ops/Safety meeting
- 0700 Day Shift Briefing
- 0900 Cooperator Meeting (Optional)
- 1200 Command/General Staff
- 1500 Pre-Planning/Ops 215/215r meeting (OSC2 planning, SOF2, AOBD, RESL, FBAN, MEDL, LSC2)
- 1700 Planning Meeting
- 1800 Night Shift Briefing
- 1900 IAP Inputs Due
- 2130 IAP is signed by the IC

##### Command/General Staff Meetings

Time: 1200 daily + other times as necessary

Participants: IC(s), Plans Chief, Ops Chief, AOBD, Safety Officer, Logistics Chief, Liaison Officer, Finance Chief and Information Officer, and respective trainees. All are expected to attend.

Meeting Objectives:

- Identify safety and medical issues
- Action Items development and updates
- Information Sharing
- Reality Check – How are we doing?
- Communication and problem solving.
- Discussion of issues, before they get too big.
- Get away from tunnel vision, look at the big picture.

Meeting Format:

- Brief, informal round robin by all present.
- Facilitated by Plans Chief.

##### 1500 Pre-Planning Meeting

Time: 1500; length 30-60 minutes. Be prepared. Start on time.

Participants: (OSC2 planning, SOF2, AOBD, RESL, FBAN, MEDL, LSC2)

Meeting procedures:

- Development of strategy, operational objectives and timeframes by the Team
- Prepare & Review 215 & 215R for the next operational period.
- Meeting will consist of:
  - Brief reports covering the major items for each functional area as it relates to the next operational period

- Review plan and make adjustments for next operational period

## 1700 Planning Meeting

Time: 1700; length 30 minutes. Be prepared. Start on time.

Participants: IC, Core Team (PSC2, LOFR, SOF2, FSC2, FBAN, OSC2, LSC2, AOBD, PIO2, and respective trainees). May also include Agency Liaison, Business Advisor, Unified Command IC, Resource Advisor, etc.

- Turn off radios & cell phones during meetings; work with the Incident Dispatch to handle messages. Leave Acting or Deputy in charge.
- PSC2 is the facilitator, with a designated note taker.

## Agenda Items

1. Update of current operational period.
2. PSC2 reviews Incident Objectives.
3. FBAN presents weather forecast and fire behavior projections.
4. OSC2 overview of next operational period strategy/tactics and contingency plans. Overview of 215 and tie to LCES. Safety Officer to complete large ICS-215R at same time.
5. Decision Point: Can all Command and Staff positions support the plan and are there any other issues?
6. Agency Liaison, Cooperators: comments.
7. IC wrap-up comments and critique.
8. Discuss 12/24/36/48/72-hour futuring in relation to Incident Strategy/Objectives.

## Incident Briefings

The morning briefing will be at 0700. The Planning Section Chief will facilitate these briefings. There will be the usual emphasis on **PROMPT and BRIEF**. Know what you are going to say. Make sure it applies to all attending the briefing. If the information pertains to individuals or small groups, save it for a separate discussion. Total briefing should last at most **20** minutes.

### Incident Briefing Agenda

1. PSC2 Opening Remarks
2. OSC2: update on operations to date
3. PSC2 Review Objectives
4. FBAN/IMET: fuels circumstance and weather (all hazard)
5. OSC2 (Planning): discussion of next operational shift
6. AOBD: aviation review
7. SOF2: Issues of the day and Lessons Learned
8. LSC2/Unit Leaders: Address any Logistics section issues or needs
9. PSC2/Unit Leaders: Address any planning related issues or needs
10. FSC2/Unit Leaders: personnel & equipment time, contract documentation & inspections, comp/claims
11. PIO2: Incident Information
12. LOFR: Liaison Info.
13. Host Agency/Cooperators
14. ICT2 Comments
15. PSC2 Division Breakouts/Unassigned Resources

## Operations De-briefings

End of shift de-briefings are valuable contributions to any measure of success. They are led by the Operations Section Chiefs, and include all Line and Aviation Leadership. Meetings are generally held around 2100 in the "Operations tent" or other designated location. Information exchanged during this meeting

includes what was accomplished during the operational period and what is expected during the next period, problems, safety concerns, and the outlook for the next 48-96 hours or as the incident dictates. DIVS will update FBAN and SITL to ensure accurate information for the next shift's maps, fire behavior, and other products.

### **End of Incident Procedures**

- The expectation will be that an IMT After Action Review (AAR) will be conducted by the Plans Chief or Deputy IC. Notes will be taken and shared with IMT members that may not be in attendance at the AAR. Every effort will be taken to have the AAR before releasing the IMT from the incident assignment to their home unit.
- Command and General Staff or identified Section Chiefs will normally attend (recognizing that circumstances may dictate otherwise) the closeout meeting. Attendance by additional IMT members is at the discretion of the IC, Agency Administrator(s), and/or Area Commander. The target time for completing closeout meetings will be no more than one hour for most incidents at the discretion of the Agency Administrator(s). This meeting will be facilitated by the Plans Section Chief and will focus on the highlights/summary of the incident.
- To the extent possible, all incident personnel will receive a performance evaluation prior to incident demobilization.
- A narrative summarizing the incident will be developed per the host agencies desires and for use by EACG to document



## INCIDENT-WITHIN-AN-INCIDENT RESPONSE

### Eastern Area IMT IWI protocols

- **MEDL** will refer to medical plans for evacuation protocols and coordinate with dispatch, EMS dispatch, and local ambulance services.
- All personnel will refer to medical plan (ICS206 and 8 line) and IRPG to relay critical patient information
- **Communications** will clear appropriate radio channels for IWI radio traffic and determine who is the **IWI IC**
- **Communications** will contact by radio and by other communication methods the following: IC, PSC, SOF, OSC, AOBD, PIO, LOGs, MEDL, FSC, and LOFR
- All Section chiefs or designated representatives will report to communications if possible
- Only **MEDL, OSC2, AOBD, SOF2, ICT2** will be in the communications area to facilitate clear communications and reduce disturbance during the IWI. Remaining C&G will locate immediately outside of communications and available as requested.
- **MEDL & IWI IC** will coordinate immediate extraction and medical triage, treatment and transportation
- **OSC2/AOBD** Coordinate air operations as needed and if available use air attack to ensure clear communications
- **IC** will contact Agency Administrator and GACC as needed
- **PIO2** will prepare information release in accordance to agency policy with approval of IC and Agency Administrator
- **FSC2** will coordinate Compensation/Claims Unit response
- **LOFR** will serve as designated a patient advocate/hospital liaison unless otherwise provided by **IC**
- Determine the need for Critical Incident Stress Debriefing Team or Peer Support. Request is routed through the Agency Administrator **IC**
- **SOF2** will assign person or team to investigate the accident and coordinate with LEO's; if needed coordinate and completes the wildland fire entrapment/fatality initial report (NFES 0859)
- **LOFR** will notify partners and cooperators
- **MEDL** will coordinate and confirm information as to which medical facility(s) patient(s) are taken to
  
- C&G will refer to Appendix A of Eastern Area IMT IWI for list of full functional assignment list

## Appendix A

### Instructions for use:

This checklist is designed to be used in conjunction with the ICS-206 WF, Medical Plan and Medical Incident Report. Note: All information **shown in Blue** should be replaced with incident specific information. This document is designed so specific functions only need to reference the page specific to their function on the incident.

### Incident Name and Date Incident Management Team Name/Number

#### COMMAND AND GENERAL STAFF INCIDENT EMERGENCY ACTION PLAN AND CHECK LIST

The primary goal of this **Incident Emergency Plan (IEP)** is to provide incident personnel the guidelines necessary to **locate, triage, extricate, treat, and transport** all accident patients in as quick and safe a manner as possible. The closest operationally qualified resource (DIVS, TFLD, ENGB, CRWB, etc.) will initially oversee the emergency and activation of the **IEP** as the Incident within an Incident (IWI) Incident Commander. Radio communication will be on the Command frequency and will take priority over other radio traffic. **Names and crew designators of injured or deceased individuals will not be given over the radio.** Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others. Local cooperator resource availability (i.e. county sheriff, etc.) should be established early in the assignment and activated as necessary during an IWI. This person may, under local authority, assume command of the IWI.

At the time of a reported incident, the Command and General Staff (C&G) will begin implementation of the IEP. Initially the C&G will assemble at a pre-identified meeting location near the Communications Unit to communicate, share information, coordinate and begin developing a common operating picture to support the IWI and to provide for continuity of ongoing operations as required.

If a serious injury or serious medical incident occurs at the Incident Command Post call 911 and contact the Medical Unit for assistance.

All Hazard IWI's will be addressed using this protocol as applicable. Specific information for potential All Hazard Incidents can be found in the attached document, All Hazard Incident Emergency Response Plans.

#### Standards for Initial Response to IWI on the Fire

- ☐ The closest operationally qualified resource will become IC of the IWI.
  - Notify EMT and request medical assistance.
  - Contact Communications:
    - Use ICS-206 WF Medical Plan
      - Name and claim the incident.
      - Use the Medical Incident Report section of the Medical Plan for initial notification.
  - Oversee medical emergency response
    - Use the Medical Incident Report found in the ICS-206 WF and the 2014 IRPG (page 108-109) to provide further information to Communications.
  - Transfer command to higher level qualification as needed.
    - If transfer of command occurs announce clearly to Communications and all resources.

At no time during the incident/fatality or evacuation process will the name of the victim(s), tail number, engine number, or crew name be transmitted.

Green: Minor, non-life threatening

Yellow: Potentially life threatening needs transport.

Red: Life threatening

Responsibility	Action	GREEN	YELLOW	RED
<b>Incident Commander/ Deputy Incident Commander</b>  Primary: IC name/contact info Secondary: Name/contact info as designated by IC	Ensures the Incident Emergency Plan is implemented.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notifies Agency Administrator and Geographic Coordination Center. Concur on a course of action for follow up.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains command and control, and evaluates the continuity of operations and incident organization needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Determines and communicates the C&G roles and responsibilities in relation to jurisdictional responsibilities.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates Critical Incident Stress Debriefing for affected personnel.			Yes <input type="checkbox"/>
	Provides a Liaison to coordinate with supporting agencies (i.e. Home Unit, Red Cross, chaplain).			Yes <input type="checkbox"/>
	Notifies employee's home unit if requested by Agency Administrator.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Safety Officer</b>  Primary: Safety Officer/Contact info Secondary: As designated/ Contact info	Coordinates with and supports the IWI IC and Operations Section Chief.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assists Medical Unit Leader with communications with the hospital and ambulance service.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Initiates the investigation of the incident and recommends the appropriate investigation resources/teams.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secures witnesses names and initial statements and all evidence relating to the accident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Obtains sketches and photographs of emergency scene/incident		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates investigation with Compensation/Claims Unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Liaison Officer</b> Liaison Officer/Contact info	Coordinates with Logistics and Safety to secure scene (as requested).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures continuity of operation within unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Public Information Officer</b>	Collects pertinent emergency information.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates information release with Incident Commander and Agency Public Affairs Officer.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Primary: <b>Information Officer/Contact info</b> Secondary: <b>As designated/Contact info</b>	Assigns Information Officers to field media inquiries at accident scene, medevac area, and hospital.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Logistics and Safety Officer regarding roadblocks, evacuations and emergency medical information needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Withholds release of personal information until approved by Incident Commander and/or Agency Administrator.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides briefing at Incident Command Post (ICP) for incident personnel.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with on-scene person-in-charge as requested.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Responsibility	Action	GREEN	YELLOW	RED
<b>Operations Section (Including on-scene Incident Commander)</b>  Primary: <a href="#">Ops Section Chief/Contact info</a>  Secondary: <a href="#">As identified by Ops Section Chief/Contact info</a>	<b>On Scene IC</b> - Identifies nature of the incident (auto/aircraft accident, burn over, etc.) and number of individual(s) crews, vehicles, or aircrafts involved.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	<b>On Scene IC</b> - If needed, implements the Incident Emergency Plan, providing coordination between the IWI Incident Commander and other IMT sections and units.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	<b>On Scene IC</b> - Identifies number of people involved and their medical condition (Triage).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	<b>On Scene IC</b> - Identifies location and (latitude/longitude, Degrees, Decimal Minutes, WGS84) of site.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	<b>On Scene IC</b> - Ensures immediate medical triage and extrication, treatment, and transportation is implemented. This includes Primary, Alternate, Contingent and Emergent Evacuation Plan (PACE).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	<b>On Scene IC</b> - Coordinates and oversees line EMT& Paramedic response to the accident site (utilize closest EMT's including those imbedded in crews, engines, etc.).	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures appropriate incident organization to possibly include Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains Continuity of Operations within the Operations Section and organizes appropriately.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Medical Unit Leader for ground ambulance transport, medical supplies and other medical needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with the Safety Officer, Medical Unit Leader, and Logistics Section for on scene support and location of receiving hospitals for patients.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Air Tactical Group Supervisor for Air-Medical transportation needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Identifies special needs, i.e. Law Enforcement, Heavy Rescue, and Haz Mat response.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with and supports the Safety Officer's investigation and Law Enforcement agencies involved.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Responsibility	Action	GREEN	YELLOW	RED
<b>Air Operations Branch Director</b>	Initiates Actions appropriate actions within the “Interagency Aviation Mishap Response Guide and Checklist” if aviation accident.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains continuity of operations within the Air Branch.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Air Tactical Group Supervisor</b>	Coordinates aviation resources responding to the incident.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides communication for incident if needed.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Orders relief Air Tactical Group to maintain the continuity of operations if needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Maintains continuity of operations within the Air Tactical Group.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Responsibility	Action	GREEN	YELLOW	RED
<b>Logistics Section Chief</b>  Primary: <b>Logistics Section/Contact info</b> Secondary: <b>As designated/Contact info</b>	Monitors support functions and assess additional needs.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provides ground transportation as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates removal of damaged vehicles or equipment.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates security with Operations Section Chief and Safety Officer as necessary.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Locates and secures personal effects of injured personnel.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Communications Unit</b>	Upon initial notification the RADO will immediately notify the COML. <ul style="list-style-type: none"> <li>If it is life threatening, clear the designated frequency for emergency traffic.</li> </ul>		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Use Medical Incident Report, located in ICS-206 WF and IRPG to gather initial information from IWI IC.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Communications Unit Leader</b>  <b>Communications Unit Leader</b>	Notify Medical Unit Leader.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Summon all C&G to pre-identified meeting location near Communications.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with IWI IC as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Coordinates with Operations Section Chief on continuity of operations.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Contact local EMS/Sheriff for assistance if requested.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures radio traffic is accurately documented.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Prepares narrative package of radio summary for Planning Section (Documentation Unit).		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure that agency and local law enforcement entities are notified and implement appropriate security measures for the situation.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Notify Medical Unit Leader.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within unit.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Medical Unit Leader</b>  Primary: <b>MEDL/Contact info</b> Secondary: <b>As designated/Contact info</b>	Coordinates with IWI IC, local Emergency Communications Center, and hospital.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures TRIAGE of patients using Medical Incident Report.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Supports responding EMTs/Paramedics.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensures documentation of patient conditions and receiving hospitals is coordinated with the finance section.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within unit.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>



Responsibility	Action	GREEN	YELLOW	RED
<b>Planning Section Chief</b>  Primary: <b>Plans</b> <b>Section/Contact info</b> Secondary: <b>As designated/Contact info</b>	Completes the Wildland Entrapment/Fatality Initial Report (NFES 0869) as needed.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Develops and maintains IEP documentation.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Evaluates and facilitates the implementation of the IEP.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Finance Section Chief</b>  Primary: <b>Finance</b> <b>Section/Contact info</b> Secondary: <b>As designated/Contact info</b>	Coordinates Compensation/Claims Unit response.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Contacts Incident Business Advisor.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Arrange for off-incident support through agency channels.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Secure incident time records.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Assures potential claims information is collected.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Ensure continuity of operation within section.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide home unit and emergency contact information to IC.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Provide periodic update to staff.		Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Medical treatment and evacuation have **TOP** priority

Immediate and clear communication is **CRITICAL** for response, medical triage, treatment and transportation. If warranted other radio traffic will be restricted to that which involves emergency situations.

Personnel not needed at the scene will be relocated or returned to their assigned work; the scene will be secured for possible investigation and witness documentation.

Victim(s) name, tail number, crew, engine number, etc. will **NOT** be transmitted over the radio.

No accident related information will be released to the public without the approval of the Incident Commander (Agency Dispatch will notify Agency Emergency Coordinator, Line Officer and Regional Office). For fatalities, Agency Dispatch will contact Sheriff's Office and the victim's employer.

Approved by: \_\_\_\_\_  
**Incident Name**, Incident Commander

\_\_\_\_\_  
Date

## **CREW and OPERATIONS RESOURCES - TIME EXPECTATIONS**

Crew Time Reports will be turned in at the end of each shift (Daily)

### **Crew Time**

Operational resources hours worked will be based on the ICS-204 Division assignment sheet start and stop times. This will normally start at briefing time in the morning with time for overhead prior to briefing to coordinate activities of their crew. DIVS may approve no more than 1 hour time in camp for crews to prepare for the next operational shift. Recurring 16 hour shifts will be avoided if possible to avoid cumulative fatigue of firefighters and support personnel.

### **Crew On-line Lunch Break**

The Division Group Supervisor (DIVS) may authorize the crews to be paid during their lunch break when BOTH the following conditions are met:

1. The fire is uncontrolled and the crew is assigned on the fire line.
2. The Operations Chief has specified that personnel are required to remain deployed singly among the line at a high level of alertness in order to watch for falling snags, smokes, or rolling material or to otherwise hold established firelines and continue to work as they eat. This must be documented on the Crew Time Report with a detailed justification stating the reason for not taking a meal break – Blanket statement of “Fire not controlled” is not detailed nor does it suffice.

### **Duty Day Limitations**

ALL hours approved by the DIVS must fall within the 16-hour duty day limitation. Resources working recurring 16 hours shifts will be the exception. It is the expectation that once an incident is stabilized work shifts will fall within the 12-15 hour range. Exceeding a 16 hour shift MUST be coordinated through the appropriate Section Chief, approved by the Incident Commander, and documented with a written justification and a statement of how the excess hours are being mitigated.

### **Demob Time**

Appropriate allowances for time in the demobilization process will vary by the mode of transportation the crews will be utilizing and their scheduled release time. Time Unit Leaders will resolve any questionable postings with the Finance Section Chief on a case-by-case basis.

### **Assignment Definition**

An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit. (Interagency Incident Business Management Handbook, Chapter 10)

### **Length of Assignment**

A standard assignment length is 14 days, exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams. (Interagency Incident Business Management Handbook, Chapter 10)